

PLEASE POST IMMEDIATELY
RATIFICATION INFORMATION

SCHOOL DISTRICT OF
CLAY COUNTY



2023-2024 through 2025-2026
MASTER CONTRACT
WITH
CLAY EDUCATION SUPPORT
PROFESSIONAL ASSOCIATION
LOCAL 7409

2025-2026 Amendment

2025-2026 RATIFICATION INFORMATION

2025-2026 Amendment to the **2023-2024 through 2025-2026 CESPA MASTER CONTRACT**

Please review the language posted at your work site.
Both CESPAs and District teams recommend ratification of these amendments.

ARTICLE	TITLE	LANGUAGE CHANGES
X	EVALUATION AND DISCIPLINARY PROCEDURES	<ul style="list-style-type: none">• Employees will be notified before a formal investigation begins.• Employees will be notified of their right to representation and alleged misconduct prior to any meeting that may result in disciplinary action.• Employees must be notified prior to March 31 in writing of a deficiency.
XVIII	COMPENSATION	<ul style="list-style-type: none">• Support employees on a 185 or 188 day contract may request compensation from their supervisor for up to two (2) hours at a rate of \$15.00 per hour to complete mandatory online training. Compensation is strictly contingent upon the training being completed on campus and outside of the employee's contracted work hours.• All current RN and LPN Clay County District Employees will be provided a \$.50 per hour increase. This increase will be effective the date of ratification. The new placement schedule reflects an increase of \$.50 cents per hour for new hires.• District will absorb insurance increase.
TABLE III	TRANSPORTATION	<ul style="list-style-type: none">• Updated Shuttle and Field Trip language.• Updated Bidding language.• Driver pay for Routers: All routing staff in the transportation department will receive driver pay equivalent to their current step on the driver pay scale while driving Clay County District School bus.
TABLE IV	MISCELLANEOUS SALARIES	Correction: Bookkeeper & Principal Secretary/Bookkeeper supplement wasn't added last year, but was bargained and approved.

TA 9/22 (HW) 9/22 2025

Article X: Evaluation and Disciplinary Procedures

Board Proposed 9/15/25

The Superintendent shall appoint a committee to meet annually, as needed consisting of three (3) representatives selected by the Association President and three (3) representatives and a Chairperson selected by the Superintendent to review evaluation and disciplinary procedures and to recommend changes as deemed necessary by the committee.

Evaluations:

- A. Support staff, who are employed in regular contracted positions, shall be evaluated annually by supervisory personnel. The purpose of the evaluation shall be to document the performance of the employee. No employee shall be reappointed who has been found below standard in the final evaluation.
- B. An evaluation conference is an individual meeting between the employee and supervisor, whereby instructions and expectations may be discussed and employee questions may be answered. Such meeting will be provided privately if requested.
- C. Principals/administrators/supervisors are ultimately responsible for the evaluations of all support personnel assigned to their cost center. District office supervisors shall evaluate employees that they supervise. If the result of an evaluation will be less than satisfactory, the principal/administrator/supervisor having the authority to make employment decisions and recommendations shall conduct the evaluation, and the evaluation conference.
- D. The supervisor/principal/administrator shall conduct a pre-evaluation conference with his/her support employees during the first six (6) weeks of the contract year or the first six (6) weeks of the employment of newly employed support personnel. During this pre-evaluation conference, the supervisor/principal/administrator shall explain the criteria and the procedure to be used to evaluate the employee.
- E. There shall be at least one formal evaluation conference with the employee as part of the evaluation process used for feedback, recommendations, and discussion regarding work performance as part of the complete evaluation process, in addition to the pre-evaluation conference.
- F. If a deficiency is identified, the evaluating supervisor shall bring the deficiency to the attention of the employee in an effort to recommend corrective action. If the deficiency continues, the supervisor/principal/administrator shall provide assistance in the form of a Professional Improvement Plan (PIP), to the employee so that the employee will have the opportunity to make needed improvement in his/her performance or attitude. If an employee is at risk for non reappointment or non renewal of their contract at the close of the contract year, they shall be informed in writing of such no later than during the final evaluation conference of the same contract year.
- G. Within one week of the evaluation, a post-evaluation conference shall be held by the supervisor/principal/administrator with the employee for the purpose of discussing employee performance and the criteria marked in each category. A copy of the signed evaluation shall be provided to the employee, upon request, at the evaluation conference. The employee may respond in writing if he/she disagrees with the evaluation at any time up to the close of the contract year. The

written response shall be electronically appended to the evaluation documents and made part of the employee's employment file.

- H. The evaluation form shall be completed and maintained electronically.
- I. The employee may appeal an evaluation within two (2) weeks following the evaluation conference if the employee can show cause why he/she has reason to believe the evaluation is an inaccurate assessment of his/her performance or attitude. The Assistant Superintendent for Human Resources, with input from the CESPAs representative, if applicable, shall make a determination whether or not such appeal has merit, and, if so, forthwith conduct a hearing on the matter.
- J. All evaluations shall be completed prior to making recommendations for reappointments. All employees must be notified by May 1st in writing of the intent of non-reappointment for the following year. These employees must have been notified prior to April 15th March 31st in writing of a deficiency.

Discipline:

- A. Employees shall be subject to discipline, including suspension and dismissal, only for just cause. When determined that an investigation is warranted, the employee shall be notified before the formal investigation begins.
- B. Discipline shall be applied progressively, considering both the severity of incidence as outlined within School Board Policy, and the discipline records of the individual employee.
- C. Progressive discipline for repeated infractions of a similar nature may include, but is not limited to, informal discussion, oral warning, written directive, written reprimand, suspension with pay / without pay, or termination of employment. The time frame since the last discipline incident of the employee shall be considered when making a discipline determination.
- D. An employee shall not be disciplined as a result of an anonymous complaint without an investigation occurring.
- E. Employees shall be notified of their right to union representation and the alleged misconduct prior to any meeting that may result in disciplinary action against the employee.

2023-2024 through 2025-2026 Master Contract

We are only adding these (H) two parts of compensation.

HABA 12/17/25

**Clay County School Board
Compensation Proposal for CESP
December 17, 2025**

(H)
HWA

G. Inservice:

- 1. Support personnel will be paid a stipend of \$15.00, per hour for completed workshops after the normal work day. Support employees on a 185 or 188 day contract may request compensation from their supervisor for up to two (2) hours at a rate of \$15.00 per hour to complete mandatory online training. Compensation is strictly contingent upon the training being completed on campus and outside of the employee's contracted hours.

Transportation Department - Router Pay Adjustment



- Driver Pay for Routers: All routing staff in the transportation department will receive driver pay equivalent to their current step on the driver pay scale while driving Clay County District school bus.

* To be placed in Table III: Transportation

HWA 1/26/26
HWA (H)

Handwritten notes: (12) (2) TA 1/26/24 (2) AD

Proposed Table II C: Special Compensation - LPN/RN

Board Proposed 1/14/2026

All current RN and LPN Clay County District Employees will be provided a \$.50 per hour increase. This increase will be effective the date of ratification. The new placement schedule reflects an increase of \$.50 cents per hour for new hires.

RN and LPN positions will be able to bring up to ten (10) years of verified, directly-related experience to the job entry level upon successful documentation of the directly-related experience.

Cost plus benefits is estimated to be \$48,500.00

STEP	EXPERIENCE	LPN	RN
1	0	\$18.73	\$20.85
2	1	\$19.11	\$21.29
3	2	\$19.48	\$21.74
4	3	\$19.88	\$22.20
5	4	\$20.31	\$22.69
6	5	\$20.74	\$23.20
7	6	\$21.18	\$23.73
8	7	\$21.65	\$24.27
9	8	\$22.12	\$24.83
10	9	\$22.61	\$25.40
11	10	\$23.14	\$26.01
12	11	\$23.67	\$26.64
13	12	\$24.23	\$27.29
14	13	\$24.80	\$28.06
15	14	\$25.40	\$28.75
16	15	\$26.02	\$29.49
17	16	\$26.62	\$30.26
18	17	\$27.22	\$31.06
19	18	\$27.82	\$31.76
20	19	\$28.47	\$32.57
21	20	\$29.82	\$34.22
22	21	\$30.62	\$35.19
23	22	\$31.52	\$36.29
24	23	\$32.48	\$37.47
25	24	\$33.53	\$38.76

TA 1/26/26 (HW) (WV) #1/26/26

Article XVIII: Compensation

Board Proposed 10/29/2025

- A. Compensation shall be provided to all employees covered by this Agreement as set forth in the Appendix of this Agreement.
- B. For the purpose of providing benefits in this Agreement, full time shall mean a person contracted for a six tenths (.6) or greater allocated position or for (.6) or more of each consecutive normal work day during the contract period unless otherwise indicated.
- C. Terminal Sick Leave: At the employee's option and upon written request by the employee at the time of separation, the Board shall provide terminal pay of up to one hundred twenty (120) days to any support employee upon the employee's non-disciplinary separation from school district employment or enrollment in DROP, or to the employee's beneficiary if service is terminated by death.
 - 1. Employees hired after November 19, 2002, shall be eligible for terminal pay as defined under this policy upon completion of three (3) consecutive years of service in Clay County. For employees hired prior to November 19, 2002, Clay County service requirements shown in paragraph C.2 (a) through C.2 (e) need not be consecutive.
 - 2. For the purposes of determining eligibility for terminal pay, a year of service shall be defined as: paid service rendered in a .6 or greater allocation for a minimum of one day more than half the normal working contract in the fiscal year, provided that eligibility during the first three Clay years shall be based on the anniversary of the initial date of hire.

Terminal pay shall be based on the years of service in Clay County. The employee must have been:

- a. Employed for at least three (3) years in Clay County, in which case the terminal pay shall be at the rate of thirty-five percent (35%) times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
- b. Employed for more than three (3) years but not more than six (6) years in Clay County, in which case the terminal pay shall be at the rate of forty percent (40%) times the number of days accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
- c. Employed for more than six (6) years but not more than nine (9) years in Clay County, in which case the terminal pay shall be at the rate of forty-five percent (45%) times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
- d. Employed for more than nine (9) years but not more than twelve (12) years in Clay County, in which case the terminal pay shall be at the rate of fifty percent (50%) times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days;
- e. Employed during and after the thirteenth (13th) year in Clay County in which case the terminal pay shall be at the rate of one hundred percent (100%) times the number of

days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days.

3. As used in this section, one day of leave shall mean the equivalent in hours.
4. Effective March 17, 2000, an employee who terminates employment through regular FRS retirement shall deposit one hundred percent (100%) of his/her terminal sick and annual leave payments into the Board-approved Qualified Retirement Plan, up to the limits established by the Internal Revenue Service.
5. All employees participating in the Plan since its implementation in Clay County, who are under fifty-five (55) years of age at the time of termination of employment and choose, at the time of termination, to take a cash distribution in the amount of one hundred percent (100%) of their respective balance from the Board-approved 401(a) Qualified Retirement Plan and are assessed a withdrawal penalty, shall be reimbursed a percentage of the withdrawal by the Board. This reimbursement is an amount equal to the difference between the current withdrawal penalty and the current Social Security and Medicare combined tax contribution rate. If the withdrawal penalty and/or Social Security and Medicare tax rates change, the amount of reimbursement from the Board shall change accordingly.
6. Effective March 17, 2000, an employee who is already enrolled in DROP, or, who elects thereafter to participate in DROP, shall deposit his/her accumulated terminal sick leave pay, for which he/she is eligible, into the Board-approved 401(a) Qualified Retirement Plan, subject to annual contribution limits and according to the following:

<u>Payment</u>	<u>Maximum Percentage of Accumulated Terminal Sick Leave Days</u>
Year 1	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 2	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 3	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 4	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 5	<u>20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less</u>
Year 6	<u>20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less</u>
Year 7	<u>20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less</u>
Year 8	<u>100% of balance of the individual's terminal sick leave, not to exceed a total of 120 days</u>

- a. The initial payment shall be made on the last payday in April following the employee's DROP effective date, or, the last payday in April, 2000, for those already enrolled in DROP as of March 17, 2000. Subsequent payments shall be made on the last payday in April of each year following the employee's DROP effective date anniversary.
 - b. The rate of pay used to calculate the amount to be placed in the 401(a) Plan shall be the employee's daily rate of pay on each payment date.
 - c. If an employee elects to participate in DROP for fewer than the ninety-six month maximum, or, has fewer than the ninety-six maximum remaining in DROP as of March 17, 2000, the percentage of terminal sick leave to be deposited each year will change so that, at the end of his/her DROP participation, a total of one hundred percent (100%) of the maximum allowed contribution of terminal sick leave pay will have been made to the 401(a) Plan.
 - d. DROP participants may access these terminal sick leave funds prior to termination of employment only through loan procedures outlined in the Plan.
- D. Employees who, by virtue of enrollment in DROP, have deposited terminal leave payment(s) into the Board-approved 401(a) Qualified Retirement Plan, shall continue to deposit such payments as stipulated in paragraph C.6. of this policy, notwithstanding the limitations of paragraph C. This clarification is intended to facilitate the continuation of terminal leave payments to which the Board had committed prior to the November 19, 2002 approval of amendments to this policy.

E. Staff Meetings

1. Meetings with staff may be conducted by supervisors on a monthly basis or as determined by the Superintendent. Such meetings will be conducted during the workday, whenever possible.
2. Bus drivers and bus monitors may be required to attend meetings called by the Director of Transportation or as deemed necessary by the Superintendent.
3. Staff meetings conducted outside the regularly scheduled workday or route day shall be reimbursed at the rate of \$15.00 per hour (Bus Drivers \$15.00 an hour). Inservice conducted outside the regularly scheduled workday or route day shall be reimbursed at the rate of \$15.00 per hour (Bus Drivers \$15.00 an hour).

- F. Overtime payments (time and one-half) for meetings and inservice as outlined in this Article and in the Salary Schedule Table regarding Transportation Bus Drivers and Bus Monitors shall apply only when the work week extends beyond 37.5 hours and applies only to the portion extending beyond 37.5 hours.

G. Inservice:

1. Support personnel will be paid a stipend of \$15.00, per hour for completed workshops after the normal work day. Support employees on a 185 or 188 day contract may request compensation from their supervisor for up to two (2) hours at a rate of \$15.00 per hour to complete mandatory online training. Compensation is strictly contingent upon the training being completed on campus and outside of the employee's contracted work hours.

2. Every effort will be made to schedule mandatory inservice training during an employee's regular contract hours. Mandatory inservice scheduled outside of the regular contract hours will be paid at the stipend rate references above.

H. Summer School: (Extended School Year)

Nine (9) and ten (10) month employees of the School Board who are employed during the summer shall be paid at either (1) a rate equivalent to their normal rate of pay in effect at the close of the school year, or (2) the normal rate of pay for the position employed in during the summer, or a rate of pay selected from the rates determined for Temporary Adult Labor.

- I. Placement of support personnel in summer school positions when allocated shall be made in the best interest of the student in accordance with the IEP, current job title, consideration of the mix of the exceptionalities in the summer school setting, employee's familiarity with the specific group of students, ESE experience and training, and all else being equal, seniority. The primary consideration shall be the goal of providing optimal staffing for students within the summer school center.

J. Contract Day:

The number of contract days in a year shall be listed in Table V and may vary based on the needs of the district.

K. Experience - Clay County School Board and External Experience:

For the purpose of awarding experience on the salary schedule, a year of service shall be paid and contracted actual service of more than one-half of the normal number of contracted days for the .4 or greater allocated position employed in the year service was rendered. Service external to the Clay County School Board must be verified and approved by the Division of Human Resources. Verified experience gained in other U.S. public school systems may be approved on the same basis as experience gained in the Clay County School System. All other experience must be verified by the agency or company on the school board approved form, on letterhead stationery, or other documentation approved by the Division of Human Resources and must be full time paid actual service of more than one-half of the fiscal year indicated by the former employer. In instances where the employer is unable to verify its fiscal year, the school fiscal year shall be used. No experience may be counted more than one time for the purpose of accumulating experience.

- L. Experience on the salary schedule shall be permitted in accordance with the Rules For Implementation of Support Personnel Salary Schedule, 1.3.0 and section 2.0.0 for work done in a closely related field.

- M. The Superintendent is authorized to offer an alternate salary schedule when he/she deems it necessary. Personnel contracted under such schedule shall be exempted from the provisions of Table I, Rules for Implementation of the Support Personnel Salary Schedule, except those provisions of section 2.3.0. (See Table IID for salary schedule)

- N. Compensation for an employee when he/she is required to work on a paid holiday, or on a "NON PAID, NON-WORKING DAY", shall be at one and one-half times the employee's regular hourly rate of pay.

- O. All nine-month employees will be paid on the nine-month pay schedule.

COMPENSATION PROPOSAL HISTORY

- **2019-2020:**
 - The Board proposes a one (1) step salary increase on the approved salary schedule for all CESPAs unit members employed by the district at the time of ratification by both parties. Such step increase will be retroactive to the first day of the employee's 2019-2020 contract, with the exception of rates affecting field trips which will go into effect the first day of the pay period after School Board Ratification.
 - The Board proposes a \$0.25 increase to each cell of the Support Personnel Pay Structure with the exception of Table II-D, paid retroactively to the first day of the Employee's 2019-2020 Contract.
- **2020-2021:**
 - The Board proposes a \$1.00 increase to each cell of the Support Personnel Pay Structure, effective January 3, 2021. This increase applies to all Support Personnel who are employed by Clay County District Schools upon the date of contract ratification.
- **2021-2022:**
 - The Board proposed a Compensation Package to increase each cell by \$0.75 on the Support Salary Schedule. The Board also proposed raising any cells below \$12.00 after the \$0.75 was applied to \$12.00. The Board proposed an additional \$1.50 per cell for the LPN / RN Salary Schedule.
 - The District proposed a one time scaled bonus for those employees who are employed at the time of the 2021-2022 contract ratification, by both the School Board and CESPAs. The scaled bonus will be based on \$1,500.00 for 10-month employees.
 - 9 month contract employee one time proposed bonus: \$1,250.00
 - 10 month contract employee one time proposed bonus: \$1,500.00
 - 11 month contract employee one time proposed bonus: \$1,750.00
 - 12 month contract employee one time proposed bonus: \$2,000.00
- **2022-2023:**
 - All Articles, Appendices and Tables related to compensation will be effective as of 09/18/2022. The Board proposed changing all job classifications banded and graded at A11 and A12 to A13. The Board also proposed a Compensation Package to increase each cell by \$0.50 on the Support Salary Schedule. Additionally, the Board proposed raising any cells below \$15.00 after the \$0.50 was applied to \$15.00. The Board proposed an additional \$1.65 per cell for the newly created Table IIE: Special Compensation - Maintenance Trade Skill Workers.
 - The District proposed a one time bonus for those employees who are employed at the time of the 2022-2023 contract ratification, by both the School Board and CESPAs.
 - 9 month contract employee one time proposed bonus: \$1,000.00
 - 10 month contract employee one time proposed bonus: \$1,100.00
 - 11 month contract employee one time proposed bonus: \$1,250.00
 - 12 month contract employee one time proposed bonus: \$1,500.00
- **2023 - 2024:**

- Increase compensation effective as of 07/01/2023, with the exception of supplemental, overtime and field trip increases will be in effect for hours worked after January 01, 2024.
- Increase each cell by \$1.00, does not include those non-instructional employees who are in the compressed area of the salary schedule.
- Increase the starting pay scale by an additional \$1.40 per hour for Technical Specialists.
- Create a new placement schedule for Bus Drivers, new hires may be awarded up to 10 years verified experience and field trip pay be at the driver's contracted hourly rate.
- Reclassify Record Secretary and ESE Secretary positions from B21 to B22.
- Increase the rate of all required staff meetings and inservice held outside of contracted hours to \$15.00 per hour.
- Increase the supplement for Behavioral Health Assistants who hold Safe Crisis Management certification to \$0.75 per hour.
- 2024-2025:
 - Increase compensation effective as of 07/01/2024
 - Those who have earned one year of experience will receive a step increase plus an additional \$0.75 per hour added to salary schedules, this does not include non-instructional employees who are in a compressed area of their salary schedule, who will receive a step increase and a minimum of \$0.20 per hour
 - Size supplement for bookkeepers and elementary principal secretary/bookkeepers
 - Increase shoe allowance
 - Head Custodians move from B22 to B23
 - Heavy Equipment Operators move from M22 to M23
 - PT and OT Assistants can bring in 10 years of experience
 - District will absorb insurance increase
- 2025-2026
 - Employees will be notified before a formal investigation begins.
 - Employees will be notified of their right to representation and alleged misconduct prior to any meeting that may result in disciplinary action.
 - Updated Shuttle and Field Trip language.
 - Updated Bidding language.
 - Correction: Bookkeeper & Principal Secretary/Bookkeeper supplement wasn't added last year, but was bargained and approved.
 - Support employees on a 185 or 188 day contract may request compensation from their supervisor for up to two (2) hours at a rate of \$15.00 per hour to complete mandatory online training. Compensation is strictly contingent upon the training being completed on campus and outside of the employee's contracted work hours.
 - Driver pay for Routers: All routing staff in the transportation department will receive driver pay equivalent to their current step on the driver pay scale while driving Clay County District School bus.
 - All current RN and LPN Clay County District Employees will be provided a \$.50 per hour increase. This increase will be effective the date of ratification. The new placement schedule reflects an increase of \$.50 cents per hour for new hires.
 - District will absorb insurance increase.

2024-2025 Amendment to 2023-2024 through 2025-2026 Master Contract

TA 11/2/15
TA 11/12
DB
JZ

Table III: Transportation

Board Proposed 10/29/2025

1. Contract drivers shall be compensated for a minimum of six (6) hours of work per day during the regular school year and for a minimum of five (5) hours of work while working under a summer work contract. The Director of Transportation will consider attendance, experience, and seniority when staffing summer school based on student needs. The assigned hours shall include thirty (30) minutes of non-driving time which shall be used for the purpose of minor maintenance, safety checks and paperwork. Drivers will be compensated for other non-driving work after a time review by the Department of Transportation in accordance with applicable rules of the Fair Labor Standards Act.
2. Bus drivers assigned routes affecting schools in other counties having school calendars which differ from the Clay County calendar shall be eligible for the same contract and benefits and for the same length of work year and work day as bus drivers assigned routes affecting only schools operating under the traditional calendar in Clay County. When such drivers must drive routes during the intersession periods in such other counties, pay will be determined in accordance with current practice for summer school pay.
3. Contract bus monitors (ESE Aides assigned to buses) shall be compensated for a minimum of six (6) hours of work per day during the regular school year, and for a minimum of five (5) hours of work while working under a summer work contract. The assigned hours shall include twenty (20) minutes of non-driving time which shall be used for the purpose of minor maintenance, safety checks and paperwork.
4. Experience credit shall not be earned by part-time bus drivers who are employed only for morning, afternoon or extra trip routes employment.
5. Shuttles and Field Trips: Compensation and assignment to contract drivers and Monitors shall be under the following conditions:
 - a. A "shuttle" is defined as an assigned instructional activity run or route not included in the "normal day" even though they may occur daily. Shuttles are not part of a rotation list, but are instead assigned by the Director of Transportation ~~on the basis of availability, attendance and seniority~~ in the following order of priority: (1) availability, (2) attendance, and (3) seniority within the geographic area of need and may add to the "normal day" on a day to day basis. Once assigned, the driver shall drive the full multi-week schedule of the shuttle. Shuttles are paid at the regular rate of pay and are not part of the "bidding" process. Employees with a scheduled shuttle assignment are ineligible to be assigned any separate midday or between-shift field trips, with exceptions for trips that require both specialized equipment and an ESE driver and monitor. Employees who were not awarded the shuttle may request a written explanation justifying the decision.
 - b. A "field trip" is defined as any additional driving assignment that is not part of the driver's regular morning (pick up) and afternoon (drop off) routes, which are considered part of the driver's "normal day." This includes, but is not limited to, sporting events and extracurricular activities. Field Trips are paid at the regular rate of pay and are not part of the bidding process.
 - c. At the beginning of each school year, or upon employment as a bus driver, all bus drivers will be provided the opportunity to be placed on the master field trip list, which is organized by availability, hours (sum of worked and turned down), and then in alphabetical order by last name, as well as the alphabetical emergency field trip list. This list will consist of day field trips and overnight field trips. Bus drivers on the master field trip list and emergency field trip list will be notified of a field trip position via the Transportation Field Trip software on a rotational

basis. The bus driver must accept or decline the notified position within one work day of notification. ~~Bus drivers may be removed from the master field trip list after declining three (3) field trip notifications, excluding overnight trips.~~ A medical note is required for no call/no shows or cancellations made within 24 hours of an assigned field trip. Without documentation, the first offense is a warning, the second is a five-day suspension from the master field trip list, the third is a ten-day suspension from the master field trip list, and the fourth is a removal from the master field trip list for the remainder of the school year. After the master field trip list has been exhausted, the Director of Transportation may assign a field trip to a contract driver on a mandatory basis.

- d. Overnight trips shall be defined as any trip requiring the field trip sponsor to secure a hotel room for the bus driver.
 - e. Overnight trips shall be compensated at regular rate of pay with no compensation for 8 hours of "sleeping" time in accordance with DOT regulations. Per diem shall be paid as applicable.
 - f. If field trips are cancelled after the driver arrives at school, the driver shall be compensated as stated above for three (3) hours at the regular rate of pay.
 - g. A field trip committee shall meet with the Director of Transportation, upon request, to make recommendations on additional procedures that relate to field trip assignments. The committee may meet more than once if needed. The field trip committee has no authority to bargain with the Director of Transportation any changes which may conflict with the contract.
6. Overtime payments at time and one-half for meetings and inservice as outlined in the Compensation Article and for extra (field) trips as outlined herein shall apply only when the work week extends beyond 37.5 hours and only to the portion extending beyond 37.5 hours.
7. Placement of drivers and monitors in summer school positions when allocated shall be based on the following criteria: work attendance/absenteeism nine days or less during the regular school year, ESE experience and training, seniority, compatibility to the needs of the ESE students on the route, conduct and performance during the school year as measured by the approved district evaluation system and procedures, and all else being equal, seniority. Applicants must be able to work the entire summer contract period. Drivers employed for summer routes shall be given special consideration for attendance purposes when participating in association business.
8. Bidding Process:
- a. Every school year, the Director of Transportation shall review by the last Monday of April vacated or new bus routes/positions for the upcoming school year. During bid times, routes will not be assigned by the Director of Transportation until the bidding assignment day. On May 1st, the Director of Transportation shall post vacated or new bus routes/positions. Interested drivers and monitors will have until on or before May 15th (close of business day) to submit a written request of intent on posted routes or to bid off their current route. (Date determined due to each school year calendar.) The new assignments will be announced by the Director of Transportation before the end of the school year. The newly assigned routes/positions will begin at the start of the new school year.
 - b. Every school year, the Director of Transportation shall review on the Monday following Thanksgiving break vacated or new bus routes/positions for the remainder of the school year. During bid times, routes will not be assigned by the Director of Transportation until the bidding assignment day. On the following Monday, the Director of Transportation shall post vacated or new bus routes/positions for one week. During this week the drivers and monitors will have the opportunity to submit a written request of intent to bid on posted routes or to bid off their current

route. The new assignments will be announced by the Director of Transportation before Christmas break. The newly assigned routes/positions will start after Christmas break.

- c. Posted routes/positions shall be awarded by attendance and seniority. While seniority is the first criteria of consideration for the bidding process, all employees wishing to bid, who are within three (3) years of the most senior employee(s), shall be granted priority over those senior employees with questionable attendance. Absences being considered in this staging of the bidding process shall follow the acceptable use of sick leave as listed in Article IX. B. Employees who were not awarded the route may request a written explanation justifying the decision.
 - d. During the bidding process for posted routes/positions involving exceptional students, the Director of Transportation shall also give special consideration to training, attendance, prior experience, and compatibility with the exceptional students to be transported. Employees who were not awarded the route may request a written explanation justifying the decision.
9. The Director of Transportation will provide notification, via email, to all drivers and monitors of an unexpected vacated route. Interested drivers and monitors will have three (3) business days to notify the Director of Transportation of their interest in the vacated route. The Director will follow the same criteria used in the bidding process to assign the route. Any resulting new vacancy may be assigned to a sub, a newly contracted driver/monitor, or a regular contracted driver/monitor in between bid sessions.

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9/15/25 H (H) (B) 9/15

Table IV: Miscellaneous Salaries

Salary Schedule

By 9/15/25 Correction 9/15/2025

Incentive/Differential Pay

When more than one incentive/differential has been earned in the appropriate area, the higher incentive/differential shall be awarded.

1. Associate Degree or higher for Support employees when the degree held is higher than the minimum degree required by the Board-approved job description, and when the degree is from a college, university or other institution accredited by an accrediting agency as defined below:
 - a. For Nurses (LPN/RN) a degree from a college or university accredited by an accrediting agency or a degree accepted by the Florida Board of Nursing for certification as a Nurse in the State of Florida.
 - b. For all other employees, a degree from a college or university accredited by an accrediting agency. [Note: Employees are responsible for presenting official transcripts substantiating earned degrees from the college, university or institution granting the degree.]

Add \$1.05/hour for an Associate Degree or add \$1.30 for a Bachelor Degree.
2. Child Development Associate credential for teacher assistants:

Add \$.75/hour
3. A.S.E., Bus Driver/Driver Trainer and MACS 609 Certifications in the appropriate area for bus mechanics, shop managers, parts managers and assistant managers payable beginning with the first month of certification and continuing during the period of such certification:

Add \$0.40/hour for each test, only during the validity period for such test.
4. Professional Driver pay to drivers with more than three (3) years' experience and who qualify under the rules of the Transportation Department for such pay:

Add \$.15/hour during specified period.
5. Master Custodian certification:

Add \$.20/hour
6. Pest Control Certification:

Add \$1.00/hour
7. Current, valid Clay County-issued Journeyman's certification in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)

Add \$.55/hour
8. Current, valid Clay County-issued Master's certification in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)

Add \$1.05/hour

9. Current, valid Florida Contractor's license in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)

Add \$1.05/hour

10. An employee who is officially assigned, in writing, by the Supervisor, to fulfill the duties of an absent employee who works in a higher band/grade shall, after seven (7) consecutive days, be paid at his own step but at the higher band/grade for all of the time during which he was assigned to the higher band/grade. Such assignment shall be at the sole discretion of the Supervisor.
11. Participation as a member of the response team selected to be "on call" for the provision of unforeseen overtime in the Maintenance Department when required and authorized will be paid until the employee's name is removed from the team list:

Additional \$.50/hour during period of appointment to team

12. Employees holding 9, 10, and 11-month contracts for the contract year shall be eligible to receive a share of \$36,000 for perfect attendance. Perfect attendance shall be defined as: no absences and no incidents of tardiness during the specified period of the employee contract. Allowable exceptions will be limited to absences of not more than nine days duration related to approved Worker's Compensation and/or In-Line-Of-Duty (ILOD) claims, and incidents of court or military leave not in excess of nine days, approved Association Leave and incidents of TDE when an employee participates in Inservice training that is relevant to the individual's working assignment. An employee's use of flexible scheduling, initiated by the employee as permitted in Article VIII, paragraph C.6. (Working Conditions), shall disqualify the employee from receipt of this perfect attendance incentive bonus. In order to be eligible for payment of the perfect attendance incentive bonus as defined in a. and/or b. below, the employee must be employed for the specified period.

Payment of the total of \$36,000 in bonus money shall be as follows:

- a. An equal share of \$18,000 shall be payable to employees whose attendance is perfect through the end of the first semester, subject to a \$500 maximum bonus per employee;
 - b. The balance of the \$36,000 sum shall be payable to employees whose attendance is perfect from the beginning of the second semester through the balance of the employee's contract year, subject to a \$500 maximum bonus per employee, made payable at the conclusion of the District's fiscal year.
13. National Institute for Certification in Engineering Technologies (NICET) Certification in fire systems in the Electronics Department. Payable per hour the beginning of the first month of each certification:

Add \$.25 per hour.

14. Behavioral Health Assistants who are Safe Crisis Management certified shall receive a supplement of \$0.75/hour.

15. Bookkeepers and Elementary Principal Secretary/Bookkeeper shall receive a size supplement. The base multiplier will be \$38,000.

<u>High Schools:</u>	<u>Elementary and Junior High Schools:</u>
<u>Population up to 1800 is 2.75%</u>	<u>Population less than 750 is 1.4%</u>
<u>Population 1800 and higher is 3.25%</u>	<u>Population 750 and higher is 1.8%</u>

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We, the undersigned, agree that the attached document is the final and tentative agreement between the **CLAY EDUCATIONAL STAFF PROFESSIONAL ASSOCIATION, LOCAL 7409**, negotiating team and the **SCHOOL DISTRICT OF CLAY COUNTY** negotiating team. We further agree we will recommend the attached document for ratification.

Date Signed: 1/26/26

**THE SCHOOL DISTRICT OF CLAY
COUNTY NEGOTIATING TEAM**

Brenda Gantman
Janah Lawson

**THE CLAY EDUCATIONAL STAFF
PROFESSIONAL ASSOCIATION,
LOCAL 7409, NEGOTIATING TEAM**

Heather Wang
Rebecca Valupgait
Ann [Signature]

